

CITY OF BOULDER

ECONOMIC VITALITY INTERN

General Description of the Economic Vitality Intern position:

JOB OBJECTIVE: Under general direction of the City of Boulder Economic Vitality Coordinator, to perform research and analysis including activities such as:

- Conducting and documenting background research on Boulder companies and industries to support business outreach programs;
- Assisting with administration of business incentive programs;
- Facilitating Economic Vitality training of City employees;
- Supporting the city's economic vitality staff, including providing business assistance and assisting with economic vitality metrics development;
- Supporting the city's economic vitality team, including preparing presentation and meeting materials; and
- Other ongoing projects as assigned.

This internship involves meeting with Boulder businesses and innovative startups as well as working with local business organizations and city leadership.

QUALIFICATIONS: The ideal candidate will be a recent graduate, a senior, or a junior student majoring in Economics, Public Administration, Business, Communication, Planning, or a related field. Excellent writing and computer skills are required. The position begins September 2015 and runs through May 2016.

HOURS: 20 hours per week within the standard work week (M-F, 8 a.m. – 5 p.m.).

PAY: The Economic Vitality Intern position is generally a paid internship (\$12/hour); in some cases, university credit may be obtained for an unpaid internship.

SUPERVISOR: Liz Hanson, Economic Vitality Coordinator, 303-441-3287 or hansonl@bouldercolorado.gov

DEADLINE: To be considered, please e-mail a resume and cover letter to Jennifer Pinsonneault, Business Liaison, at pinsonneaultj@bouldercolorado.gov no later than Tuesday, September 8, 2015.